

**PAYROLL DIRECT DEPOSIT AUTHORIZATION**  
**Randolph College**

*Complete the information below, along with signing and attaching a voided check and send to the Personnel Services Dept. If you wish your pay to go to several different accounts, complete a separate form for each account. (Maximum of three accounts.)*

*Please print or type. To type information from here use the tab key to populate the information; then print, sign and date.*

New Direct Deposit       Change in Financial Institution       Change in Account Number

I hereby authorize Randolph College to initiate credit entries directly to my

checking account  savings account (select one) using the information indicated below to the financial institution listed below. I understand that the amount deposited will be the net pay amount from each payday. I understand and acknowledge that origination of ACH transactions to my account must comply with the provisions of the U.S. government.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Financial Institution Name (bank or credit union)

\_\_\_\_\_  
City & State of Financial Institution

\_\_\_\_\_  
9-Digit Routing Transit Number

\_\_\_\_\_  
Account Number

This direct deposit authorization will remain in effect until Randolph College has received written notification from me of its termination or I leave the College. Direct deposit / changes should become available on the second payday after Personnel Services receives the completed request.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Attach a **VOIDED CHECK** here